

APPROVED MINUTES OF THE STATE OF IDAHO PROFESSIONAL STANDARDS
COMMISSION MEETING OF JUNE 13-14, 2005.

ATTENDANCE

Members present at June 13 committee meetings: Tama Bergstrand, Carrie Bitterwolf, Gary Brogan, Dave Dean, Becky Ford, Larry Harris, Mark Hickey, Jana Jones, Elaine Keogh, Norma Lloyd, Rhonda Seamons, Sue Skeen, Don Soltman, Loretta Stowers. SDE staff present: Larry Norton, Cina Oravez, Keith Potter, Patty Toney. Absent: Regina Ainslie, Jann Hill, John Kijinski, Stephanie Olsen. Guest: Mike Poe, NNU.

Members present at June 14 general meeting: Tama Bergstrand, Carrie Bitterwolf, Gary Brogan, Dave Dean, Larry Harris, Mark Hickey, Jana Jones, Elaine Keogh, Norma Lloyd, Rhonda Seamons, Sue Skeen, Don Soltman, Loretta Stowers. SDE staff present: Larry Norton, Cina Oravez, Keith Potter, Patty Toney. Absent: Regina Ainslie, Becky Ford, Jann Hill, John Kijinski, Stephanie Olsen. Guests: Peggy Temple, SDE; Marilyn Howard, SDE.

INTRODUCTIONS

Vice Chair Norma Lloyd introduced Dr. Jana Jones, Chief Deputy Superintendent in the State Department of Education. Jana has replaced Bob West on the Commission as representation for the Department of Education. Bob West has recently retired.

AGENDA REVIEW/REVISIONS/APPROVAL

On the agenda for Tuesday, June 14, the Authorizations Committee report was added after the Ethics Committee report.

APPROVAL OF MINUTES

The following revision was made to the April 11-12, 2005, Commission meeting minutes:

Page 7, middle of the page, after the revision item for Page 6 – second line at top of page, add the following additional Page 6 revision item:

Page 6, F., - add “4. Professional Development Committee”

Motion: (Soltman/Keogh---CARRIED) to approve the April 11-12, 2005, Commission meeting minutes as revised.

STRATEGIC PLAN UPDATE

Vice Chair Norma Lloyd reported that it was decided to update the Commission strategic plan during a one-day retreat that will be added on to the first Commission meeting of the 2005-06 year.

STATE BOARD MEETING REPORT

Vice Chair Norma Lloyd reported briefly on the April 21-22, 2005, State Board of Education meeting that she attended in Idaho Falls.

NOMINATIONS SUBCOMMITTEE

Due to the absence of Commission members who would have been on the Nominations Subcommittee, Vice Chair Norma Lloyd appointed the following individuals to that subcommittee: Carrie Bitterwolf, Gary Brogan, and Sue Skeen.

ADMINISTRATIVE REPORT

In Mike Stefanic's absence, Larry Norton reported on the following.

1. In early May, Larry Norton and Stacey Jensen conducted a focus visit at Idaho State University to evaluate the Special Education Deaf and Hard of Hearing graduate program. The report has been submitted for Standards Committee consideration.
2. Commission member replacement recommendations for terms of service ending June 30, 2005, have been submitted for consideration at the June State Board meeting. Those constituency recommendations include: Idaho School Superintendents' Association – Becky Ford, Post Falls School District; Idaho Association of Special Education Administrators – Elaine Keogh – Middleton School District; Idaho Education Association/Classroom Teacher – Jeri Ann Lee, Post Falls School District; Public Higher Education – Diane Boothe, Boise State University.
3. Mike Stefanic attended the NCATE clinic in Savannah in mid-May. NCATE standards, those of the Specialized Professional Associations (SPA's), and the Interstate New Teacher Assessment and Support Consortium (INTASC) are compatible with each other. Some states use the SPA standards as their state program standards and the NCATE standards as their unit standards.
4. All Idaho teacher preparation institutions have submitted their Title II reports to the Department of Education. This information will be included in the Title II report that Mike Stefanic submits in October 2005 as per federal requirements.
5. Keith Potter reviewed an Administrative Procedures Act (APA) flowchart that illustrated the APA process. This flowchart and a description of the APA process will be included in the Commission Procedures Manual.

In Mike Stefanic's absence, Patty Toney reported on the items below.

6. Items that will be forwarded to the State Board for consideration at its June 16-17, 2005, meeting include:
 - The second set of Idaho teacher preparation standards proposed for revision – math, English language arts, foreign language, and visual performing arts (music, art, and drama).
 - Endorsements proposed for elimination – American Government (*as a stand alone endorsement*); American Studies; Anthropology; Arts and Crafts; Basic Math; Consumer Economics; Drafting; Political Science (*as a stand alone endorsement*); Philosophy; Standard Math.
 - Endorsement requirements proposed for revision – American Government/Political Science; Art; Drama; Economics; Foreign Language; French; German; Spanish; Geography; History; Interdisciplinary Humanities; Mathematics; Music; Natural Science; Social Studies.
 - Special Education endorsement requirements proposed for revision – Exceptional Child; Consulting Teacher; Supervisor/Coordinator.
 - Standard Secondary Certificate professional education core requirements proposed for revision – reading in the content area.
 - Proposed revision for ROTC instructors.
 - Proposed revision for Code of Ethics for Idaho Professional Educators.
7. Ten school districts have been asked to pilot Idaho's HOUSSE (Highly Objective Uniform State Standard of Evaluation) rubric. As a result of the input from the pilot surveys returned, there will be some revision to the rubric. Definitions of terms used and an explanation of available certificates and endorsements are being considered as a part of the revision. The document in final form will be presented at the annual superintendents' meeting in August.
8. The Committee on Performance-Based Compensation for Teachers met in November and then again recently. Ted Hershberg of the University of Pennsylvania and Bill Sanders of Tennessee have both made presentations to the committee on the value-added assessment. The committee has also listened to the Northwest Evaluation Association (NWEA) several times. It is planned to have a proposal ready for the 2006 legislature. It is also planned to pilot the model chosen.

9. The State Board Mentoring Committee plans to pilot the Santa Cruz model soon to get needed input. Subcommittees are being formed to review the model more closely.

EXECUTIVE COMMITTEE

Vice Chair Norma Lloyd reported that the Executive Committee discussed the possibility of a Commission retreat prior to the next Commission meeting.

Motion: *(Keogh/Harris---CARRIED) to fund and hold a Commission retreat the day prior to the next Commission meeting.*

Cina Oravez distributed 1) the ABCTE Monthly Report Data (tracking data on those who have taken the ABCTE assessment) and 2) income/expense detail through April 30, 2005. She reported that the Commission budget and expense accounts are generally in-line with the budgeted amounts. At the Executive Committee meeting it was requested that on the Index 2003 PSC Actuals FY 05, the amount of \$1,637 for PSC DVD replication be moved from Public Relations into the Professional Development fund. The Commission discussed the Request for Funds Form provided them and requested that Cina add a "For Authorized Use Only" section (approver signature line, date of approval line, etc.) to the form.

In response to a request from the Executive Committee for an overview of the 2005-06 budget development and an explanation of the carryover funding process, Peggy Temple, Chief Accountant in the State Department of Education, addressed the Commission. The 2005-06 budget is based on the revenue (certification fees) projected. The amount of 67 percent of the revenue that comes in will go into the Commission budget or spending authority; 33 percent will go into the certification budget. Any cash left in the general revenue account as of June 30 is similarly divided – 67 percent to the Commission and 33 percent to certification. The amount that the Commission will have available to spend, then, for the 2005-06 year includes projected revenue and carryover funding as of June 30, 2005. Peggy emphasized that there are some items in the budget that the Commission has no control over (e.g., personnel costs).

Norma Lloyd reported that funding is needed for her (as Commission representation) and Patty Toney to attend the NCTAF (National Commission on Teaching and America's Future) Partners' Symposium in Denver on July 10-12.

Motion: *(Stowers/Harris---CARRIED) to send Patty Toney and Norma Lloyd to the NCTAF Partners' Symposium in Denver on July 10-12 for approximately \$1,700.*

The Commission discussed the need for briefcases/carrying cases for members and staff for the purpose of organizing and transporting Commission materials.

Motion: *(Bergstrand/Skeen---CARRIED) to authorize Commission funds to purchase briefcases/carrying cases for organizing and transporting Commission materials for all members and staff. Such briefcases/carrying cases are to have the*

Commission logo and the words “Professional Standards Commission” displayed on them.

ETHICS COMMITTEE

Motion: (Brogan/Bitterwolf---CARRIED) to move the Ethics Committee into Executive Session to review and discuss investigation records as prescribed by Idaho Code § 67-2345(d).

Motion: (Brogan/Bitterwolf---CARRIED) to move the Executive Session of the Ethics Committee into Open Session to vote on investigation records as prescribed by Idaho Code § 67-2345(d).

Case #20410 – One-Year Suspension with Conditions

Vice Chair Norma Lloyd reported that the Ethics Committee needs extra time to review the seven Bruneau – Grand View Commission cases and would like to convene for an extra one to two days to do that.

Motion: (Soltman/Hickey---CARRIED) to authorize an extra meeting of the Ethics Committee and the necessary funding to accomplish it.

Norma emphasized the necessity of the new deputy attorney general taking action on some of the very old Commission cases. Commission member Mark Hickey expressed the need for 1) continuous monitoring of progress being made in the processing of Commission cases and 2) providing necessary legal or financial support to ensure that progress.

The Commission accepted the Ethics Committee report.

AUTHORIZATIONS COMMITTEE

Chair Elaine Keogh reported that the committee has drafted a letter to the State Board requesting clarification on the implementation of the new alternative authorizations that become effective in July of 2006. The Commission reviewed the letter, discussed it, and approved it.

Elaine distributed 2004-05 year-end alternative certification data for review by Commission members. Larry Harris requested that in the future a column for the appropriate university be included on the last page of the data that lists alternate route candidates.

The Commission accepted the Authorizations Committee report.

STANDARDS COMMITTEE

Chair Larry Harris reported on the following committee discussion items:

1. The Division of Professional-Technical Education has come forward with a proposal to modify the natural science endorsement to offer an individual in agricultural science and technology the opportunity to also be endorsed in natural science in a more reasonable fashion than what was recently approved by the Commission. This item will be revisited at the next Commission meeting.
2. The committee examined changes to the health standards and endorsement requirements recently proposed by a team specifically assembled for reviewing/revising. The team would like to present the proposed changes at an Idaho health teacher conference in October for input. The committee requested that the proposal be sent back to the health team for further revising and an explanation of proposed changes.
3. A program approval focus visit was conducted in May of 2005 to re-evaluate the Special Education-Deaf and Hard of Hearing graduate program at Idaho State University. Commission member Rhonda Seamons presented the committee's recommendation to the Commission regarding this focus visit.

The Professional Standards Commission PASSED the Standards Committee's recommendation that the Commission accept the state team focus visit report on Idaho State University's Special Education-Deaf and Hard of Hearing Graduate Program with the recommendation that the rating for the program be changed from "conditionally approved" to "approved"; and that the Commission recommend that the State Board of Education approve the report as printed.

4. A program approval focus visit was conducted on June 7 to evaluate the Graduate Program for Directors of Special Education at Northwest Nazarene University.

The Professional Standards Commission PASSED the Standards Committee's recommendation that the Commission accept the state team focus visit report on Northwest Nazarene University's Graduate Program for Directors of Special Education with the recommendation that the rating for the program be "conditionally approved"; and that the Commission recommend that the State Board of Education approve the report as printed.

5. The committee discussed discrepancies sometimes found between items approved by the Standards Committee/Professional Standards Commission and those same items as ultimately submitted for State Board approval. The committee also discussed the need for a rigorous examination of such items by the Standards Committee prior to the items being moved to the next level.

The Professional Standards Commission PASSED the Standards Committee's recommendation that the Idaho Certification Manual be consistent with State Board Rule in language and that the Standards Committee review the Manual prior to its publication.

6. The Commission spent considerable time discussing the possible need to revise/rewrite the program approval process and how such an effort should be approached.

The Professional Standards Commission PASSED the Standards Committee's recommendation that a subcommittee of no less than five and no more than twelve key stakeholders be established to evaluate and revise the Manual of Instructions for State Approval with subcommittee membership to be determined by the Commission chair and the Standards Committee chair.

OLD BUSINESS

Commission Procedures Manual Discussion

Commission members discussed the Professional Standards Commission Procedures Manual and the need to update it regularly.

Motion: (Skeen/Bergstrand---CARRIED) to create a Commission Procedures Manual that is a living document in which pages can be added and subtracted as needed.

Cina Oravez reported that the Commission Procedures Manual, the revision of which is near completion, would be distributed in final form to members at the next meeting.

NEW BUSINESS

Election of Officers for 2005-2006

Nomination Subcommittee Chair Carrie Bitterwolf reported that the Nomination Subcommittee submitted the following nomination recommendations: chair – Norma Lloyd; vice chair – Tama Bergstrand.

The Professional Standards Commission PASSED the Nomination Subcommittee's recommendation for Norma Lloyd as Commission Chair and Tama Bergstrand as Vice Chair for the 2005-2006 school year.

Norma Lloyd asked Commission members who have ideas, concerns, or desires for committee assignments to please e-mail her.

Setting of Meeting Dates for 2005-2006

Commission members scheduled the following meeting dates for 2005-2006:

August 8-10, 2005 – (the 8th will be an orientation/retreat)
September 29-30, 2005
November 17-18, 2005
February 2-3, 2006
April 13-14, 2006
June 13-14, 2006

Adjournment

Motion: (*Brogan/Hickey—PASSED*) to adjourn the meeting.

The meeting adjourned at 1:35 p.m.

Mary Jane Markland
Secretary
Professional Standards Commission

Dr. Michael P. Stefanic
Administrator
Professional Standards Commission